SmartStream Coordination Meeting Minutes
January 6, 2004

Attendance: Sophia Bedard; Pete Bostian; Ron Brown, Ken Dinsmore, Mel Lambert, Cathy McClintock, Jim Racheff, Mark Testerman

1. SmartStream Update 6.5.03: Pete reported that the update has been applied and some issues were incurred; the cumulative update corrected those issues and it has been applied. Mel Lambert has discovered some new issues and we are checking into those. Apparently, when she enters a receipt there is no item number, but it is there in the PO indicating it has been received. We hope to resolve these issues soon and have the update in place in the near future.

2. Data Archive Status: We have completed the data archive for this year; this will probably be done on an annual basis. We have finished the third year to date. We will review the archive procedures prior to Al Butler's retirement this year.

3. DOIM/D&B Data: The DOIM D&B data is done; we built the archive tables for the old MARSG data and we got the format correct. We should not have to go up there for any more information or data. DOIM purchased a new computer – an small IBM which will be put into production sometime in the next two months and they will continue to provide service although we don't want to rely on them. Applications we have running there will continue until they are moved off or die a graceful/ungraceful death.

4. SmartStream Doc Attach: Although this procedure works for Pete on his computer other users are incurring problems - he cannot explain why it doesn't work for everyone. Pete checked out the doc folder in 2002 and it's written up in Citrix and the whole nine yards and he cannot explain the problem. There is another issue with the doc attach that SmartStream is aware of – you can only attach one document at a time - but they can't explain problem with the procedure.

5. Purchasing Work Flow Modifications: We met with Purchasing regarding their request for extensive changes to the workflow process for requisitions that they enter. Basically it was an overwhelming number of combinations and they were going to review the combinations. Mel reported that Donna Follin said she was going to check with Bruce Ritter (FME) and last she heard he had contacted Randy Keller last week and wanted to know the status. We will wait to hear further from them on this issue.

6. P-Card: Lori has indicated that all the users are in the new system although there are still some users that have not cleaned up prior orders and reconciled for December; she will encourage them to reconcile all old orders and then turn off the old system.

7.   Receiving Notification to FME: We have extensively revised/changed/modified/altered the receiving process to make it flow better and appears to be working pretty well. We are also putting reports in the system via the web-based program so everything is in one spot.

Ron Brown inquired regarding notifying FME on certain receipts and Pete had made some suggestions;   Ron's request was for the Bill of Lading area to be flagged for FME to indicate their attention is required to that particular receiving item for delivery or installation. Ron will let Pete know if something more extensive is required.

8.   Return of Goods Form: Discussed populating the data with receiving information.   Ron indicated that everyone is comfortable with the procedure now so we will wait before initiating any further changes.

9.   Mali Data: We extracted the data from SmartStream and Credit Card system and created a table that the Web Development group will present to the Mali project people so they can set the status of their orders, add comments and track the stuff (items). Further discussion on extensive orders placed by the Mali group with as many as 200 line items per order and indicating which items had been received.

The next meeting will be held Tuesday, March 2, 2004, at 9 AM in the Building 362 Conference Room.